

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Resident Programming</u> STATEMENT NUMBER <u>7.09</u>
SUBJECT: VISITING POLICY	EFFECTIVE DATE <u>02/15/06</u>
PROPONENT: <u>John Sanfiippo, Warden</u> <i>Name/Title</i> <u>Commissioner's Office 271-8016</u> <i>Office Phone #</i>	REVIEW DATE <u>07/01/07</u>
	SUPERCEDES PPD# <u>7.09 & 5.78</u>
	DATED <u>04/15/04 & 04/15/98</u>
ISSUING OFFICER:	DIRECTOR'S INITIALS _____
	DATE _____
<u>William Wrenn, Commissioner</u>	APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. **PURPOSE:**

To establish a policy and procedure for secure, safe, orderly, manageable and pleasant inmate and business visitations and to implement COR 305.02 and COR 306.04 of the NH Code of Administrative Rules, (Attachment 1). Secondly, to foster relationships with family and community volunteers that will improve the opportunities for inmates to successfully reintegrate into the community.

II. **APPLICABILITY:**

To all inmates, staff and visitors at Department of Corrections' facilities.

III. **POLICY:**

Visiting is a privilege. It is the policy of the Department of Corrections to provide time and facilities for inmate visitations in order to support and maintain relationships between inmates and significant people in their lives, and to be no more restrictive toward visitors than necessary for the security of the visitation, the welfare of the inmates and staff and to exclude contraband.

IV. **PROCEDURE:**

A. **Authorized Visits**

Each inmate is authorized two visits weekly. Visits from attorneys, clergy and other "official" visitors are not counted against this quota. Official visitors are any government or social service agency personnel within the scope of their official duties. During an individual's reception period, while in quarantine status, visits will not be allowed except for bonafide family emergencies approved in advance by the Warden.

B. **Authorized Visitors**

DOC Staff must approve all visitors. Inmates will be authorized an unlimited number of family members on their visiting list. Non-family members will be limited in accordance with COR 305.02. All potential visitors will undergo a criminal history check. Visitors being taken off an inmate's list will be removed immediately and cannot be added to any inmate's visiting list for a one-year period.

C. Visiting Hours

Inmates are grouped depending on their status within each institution. Different groups have different visiting schedules (Attachment 2). Attorneys may visit regardless of inmate's shift. Clergy may visit on inmates off shift only.

D. Community Corrections Center residents shall be authorized to have visits with approved visitors as outlined in the resident handbook. Visits shall not interfere with work, meetings, programming or house job responsibilities. Residents shall only participate in curfews, outings and approved absences with those persons on their approved visiting list.

E. Disciplinary Segregation

Disciplinary segregation is a period of time when all privileges are restricted because of a specific infraction of the rules. Inmates in disciplinary segregation are not allowed visitors at all. The Inmate Manual makes it the responsibility of the inmates to notify prospective visitors when they are in disciplinary segregation.

F. Hospital Patients

When inmates are admitted to hospitals outside of the institutions or to the Prison infirmary, visits normally are curtailed or restricted for medical or security reasons. Visitation privileges may be granted with approval of the Warden:

1. Inmate Patients at Outside Hospitals: When an inmate has a life threatening injury/illness, Wardens may grant visits to outside hospitals consistent with the hospitals' visiting policy and security regulations. All approvals will be accomplished in writing with copies to the hospital administrator and hospital security.
2. Inmate Patients at the Prison Health Care Center: Platoon commanders may grant visits for all inmates after consultation with medical staff. Visits will take place in the visiting room unless visits in the Health Care Center are arranged and mandated by the health care staff.

G. Business Visitors

All business visitors will be subject to the same rules and regulations as inmate visitors. The following procedures for business visitors will apply:

1. All business visitors (non law enforcement local, county, state or federal officials, contract vendors, sales persons, utility service, etc) will enter through the designated entrance at each facility. All visitors must sign the visitor's log and will be issued a visitor's badge to be worn in the left breast area of the outer garment.
2. A current picture identification for the visitor and the name of the staff to be visited will be given to the officer on duty.
3. The responsible staff member will escort all visitors while inside the secure perimeter.

H. Inmate Eligibility to Have Visits

1. The inmate must be free of any bans on visiting.
2. The inmate must not be in disciplinary segregation.
3. The visit requested will be authorized only during those times established for the inmate's visiting.
4. Inmates will only be allowed visits from approved persons on their visiting list.

I. Visiting Lists

1. Inmates must request that a prospective visitor be placed on the approved visitor list at least 14 days prior to that person visiting.
2. As part of the visitor approval process, the prospective visitor must provide the full name, address, phone number, date of birth and identifying number (driver's license number, military ID number, state non-driver ID number) of prospective visitors. The inmate must certify that no court or parole board has ordered the inmate to refrain from contact with each prospective visitor. This information will be completed, so that it may be checked and verified, before the first visit. Children under 18 will only be required to furnish their date of birth.
3. Visitors under the age of 18 shall not be permitted to visit unless accompanied by an

adult who shall be a family member or guardian and on the inmate's visiting list. The behavior of visitors under the age of 18 is the joint responsibility of the inmate and visitor, and visits will be terminated if children are allowed to misbehave or become out of control. Although children are allowed in the visiting room, no toys are allowed. Empty, clear, plastic, baby bottles and a sealed package of formula will be permitted.

4. Potential visitors with criminal records or who are on probation/parole will not be granted visiting privileges. A direct family member (father, mother, sister, brother, child, spouse, aunts, uncles, grandparents, sister-in-law or brother-in-law) of an inmate who is also on probation/parole may be authorized to visit only with the written approval of the Warden and the supervising PPO. Persons on probation/parole also require the approval of their supervising PPO. Potential visitors with drug convictions within the last five years and/or confinement for any offense within the last five years will be excluded. Exception to this policy may be made by written appeal to the Warden. Any articulable risk to security will exclude a visitor.
5. A visitor cannot appear on more than one inmate's approved visitor list unless the inmates are related to each other and the visitor is under the immediate family description. Immediate family for the purpose of this policy means mother, father, children, spouse, brother, sister, grandparents, aunts, uncles, sister-in-law and brother-in-law.
6. Current or former employees of DOC or any other confinement facility may visit incarcerated immediate family members upon written request and approval by the Commissioner/designee.
7. The visitor must be free of any bans on visiting.
8. The visitor will be given a copy of the Guidelines for Visitation upon request.
9. No item whatsoever may be passed between the inmate and the visitor or the visitor and the inmate. Legal material is exempt from this during attorney visits as noted in section K. If advance approval has been obtained, approved items may be exchanged by handing them first to the visiting room officer for inspection.
10. Visitors should dress appropriately when visiting so as not to distract from the family atmosphere in the visiting room; clothing similar in appearance to inmate clothing is prohibited. No one wearing provocative or revealing clothing will be allowed access to the visiting room. Good judgment and consistency of enforcement are the rule. Clothing that promotes sex, drugs, alcohol or violence will not be allowed.
11. The inmate is responsible for providing the prospective visitors with information regarding the day and time they are allowed to receive visits.
12. The inmate will receive a copy of "The Visitor's Guide" within the first twenty-four hours of his/her arrival at the institution. The inmate may send a copy of this guide to prospective visitors, after the inmate has confirmed that they have been added to their visitor list.

J. Processing Visits

1. The attending officer will verify each potential visitor with the lists of approved visits for all visiting slots.
2. In addition, on weekday visiting slots, the attending officer will verify that the inmate to be visited is on their off-duty shift.
3. The visitor must present and surrender a valid photographic ID to the officer for the duration of the visit. Driver's license, non-driver ID, military ID and passport are the only forms of ID that are acceptable.
4. The visitor will complete the registration card before each visit.
5. The visitor must secure all items not allowed in the visiting room in a waiting room locker. The visitor assumes all risk and responsibility for items left in these lockers.
6. The attending officer must be clear the visitor for entry by one of the following procedures:
 - a. Checked and cleared by metal detection equipment.
 - b. Physical search of a visitor's person by two or more officers of the same gender

as the person being searched.

7. The attending officer coordinates with the visiting room officer to assure no overcrowding occur. Visits will be admitted on a first-come-first-served basis. A maximum of three visitors may visit an inmate during any one visiting session.
8. Exceptions to Section IV, I may be granted by the Shift Commander/Facility OIC when institutional and public safety is not compromised.

K. Special Visits

Special visits may be granted for infrequent visits of those traveling over one hundred fifty (150) miles distance and do not warrant being on the inmate's visiting list. They must occur during the designated schedule of the inmate unless extenuating circumstances warrant an exception. The Warden may also grant special visits when one or more of the following circumstances exist:

1. Emergency family matters when the normal visit quota has been exhausted.
2. Visits of a highly compassionate nature that does not meet other visiting criteria.
3. Visits involving visitors who, due to extreme distance or other hardship, cannot meet visiting schedule constraints.
4. Visits with a visitor not appearing on the inmate's approved visitor list whose appearance could not have otherwise been planned or expected and where approval would be deemed in the interests of the inmate and the institution.

L. Attorneys and Clergy

Visits from verified members of the clergy and verified attorneys involved with an inmate's legal affairs will be admitted without regard to visiting lists and will not be counted against an inmate's visit quota. Clergy must complete a Request for Designation as a Religious Visitor (Attachment 3) to assure that the required background screening is completed prior to visiting. Attorneys wishing to visit inmates in quarantine status only housed in R/D or SHU at NHSP/M and all inmates housed at LRF, NCF and NHSP/W must have requested an appointment 24 hours in advance. R & D inmates already cleared have regular access to the visiting room. Clergy must visit during the inmate's designated visiting schedule. Clergy will be verified through the Chaplain's office and attorneys will be verified by the use of the NH Bar Association membership book. Attorneys not representing an inmate will follow normal visiting procedures. Attorneys may give inspected legal material to the inmate during the visit. Inmates may bring a reasonable amount of inspected legal material into the visiting room. For more information, refer to PPD 5.17.

M. Media Visits

From time to time, members of the media visit inmates. Such individuals need not be on the inmate's visiting list. See PPD 1.13 Section IV G for complete rules and procedures for media visits. This visit counts as one of the two visits per week and must be scheduled during the inmate's regular visiting hours.

N. Conduct

1. Visitation is a privilege and not a right and violation of rules may result in termination of the visit, loss of the inmate's visiting privileges, banning of the visitor from entering the institution or its grounds and/or criminal charges as circumstances warrant. Inmates and their visitors will comply with the following:
 - a. The instructions and requests of the visiting room officer(s).
 - b. Unauthorized items may not be brought to the visiting room by either party.
 - c. The following items are allowed:
 - 1) Handkerchief.
 - 2) Coins for vending machines of no more than \$20.00. (Inmates are not allowed to use the vending machine or use coins in any manner.)
 - 3) Any medication deemed necessary for the health of the visitor during the visit must be submitted for inspection and approval prior to admission to the visiting room.
 - 4) Religious material in the possession of clergy or religious teachers who have advanced written permission from the institution chaplain.

- d. Physical contact and displays of affection will be kept within bounds of decorum with hugging and kissing allowed only at start and end of visits for 15 seconds or less. Holding hands in plain view is allowed during the visit. Physical contact with children under 16 years of age is permitted in accordance with COR 305.02 q. 1.
 - e. Loud and boisterous behavior is forbidden
 - f. Vulgar language or behavior is forbidden.
 - g. Management of the behavior of minor children must preserve an atmosphere conducive to the visiting of others.
 - h. No smoking or tobacco products are allowed on prison grounds.
 - i. All visitors must sign in on the visitor's log.
2. Any time a visit is terminated for cause or admittance is denied, a written report of the circumstances will be submitted to the shift commander by the end of the shift.

O. Security

Everyone on Prison grounds, regardless of whether they are staff, inmates, visitors or in some other category, are subject to search without warning, of their vehicles, possessions and persons. This is necessary to preclude introduction of weapons, ammunition, explosives, alcohol, escape devices, drugs, drug paraphernalia, tobacco, or other forbidden items or contraband into the Prison environment.

P. Contraband

DOC promotes a drug free environment. A drug free environment is essential to recovery and to a safe institution for inmates to live in and staff to work in. New Hampshire Statute RSA 622:24 states: "Regulations: No person shall deliver or procure to be delivered or have in his possession with intent to deliver to a prisoner confined in the State Prison, or deposit or conceal in or about the prison, or in any building or upon any land appurtenant thereto, or in any vehicle entering the premises belonging to the prison, any article with intent that a prisoner shall receive or obtain it, or receive from a prisoner any article from the prison any article contrary to the rules and regulations established by the Commissioner of Corrections and without the knowledge and permission of the Commissioner of Corrections." DOC will seek criminal prosecution of those violating this statute. If it can be proven that a specific visitor brought drugs into the prison, that visitor may be barred in accordance with COR 306.04 and prosecuted in accordance with RSA 622:24.

Q. Non-Contact Visits

The Warden may place a visitor on a non-contact visitation status for the safe and secure operation of the institution. Visitors placed on non-contact visitation status may have their status reviewed every six months.

Any inmate who pleads guilty or has been found guilty of a disciplinary report for one or more of the following reasons will be subject to non-contact visits:

- 1. Possession of any drug or drug paraphernalia. (27A)
- 2. Producing a positive or adulterated urine sample. (30A or 30.1A)
- 3. Refusal or substantial delay to provide a urine sample. (30A)
- 4. Introduction of contraband into the institution. (27A)
- 5. Any major rule violation that occurs in the visitation area

After disciplinary sanctions restricting all visitations (initial 30-day period) are complete, non-contact visits will be in effect for the remainder of the one (1) year period. Non-contact visits with immediate family members (category 1 visitors) will need to be scheduled in advance by sending a request slip to the visiting room OIC at least one week in advance. Visits will be based on the availability of the non-contact area and these visits will be conducted on the inmate's scheduled unit's visiting days only. Exceptions will be permitted with the Shift Commander's approval. Each inmate will be permitted one (1) visit a week pending approval of request slips and visitors. These visits will be for a one- (1) hour timeframe and are limited to two approved visitors including children.

Category II visitors are still barred for a one year period. After the one-year period is completed, the inmate must request in writing to the Warden stating why regular visits should be reinstated. The reply will be issued within thirty (30) days.

Visitors and inmates will still follow all previous policies still in effect.

The following rules apply to non-contact visits:

1. If the inmate or visitor needs to leave for any reason, the visit will be terminated.
 2. Once a visitor is processed at the front door, they will be escorted to and from the non-contact area by an officer and will sit at the assigned numbered table.
 3. Inmates will be patted down first, and then escorted from the door of the visiting room to their visit in the non-contact room.
 4. All inmates will be stripped after any visit no matter the duration.
 5. When the visit is complete, the visitor will be escorted back.
 6. All non-contact areas will be searched before and after each visit to inspect for contraband or damage to the area. All inmates or visitors will be held responsible for damage to the area.
 7. All visiting room OICS will be responsible for obtaining a list of non-contact visits that day and provide a copy to all officers on duty.
 8. Non-contact visits will be processed first so that visits will commence in a timely manner.
 9. Visitors for non-contact inmates will not be permitted if they are 30 or more minutes late regardless of conditions.
 10. No food or drink will be allowed in this area at any time.
- R. Community Corrections Center residents who have had their visiting privileges suspended as a result of possession of drugs, whose urine test or alco-sensor is positive, or who refused to submit to a urine test, and was found guilty at a disciplinary hearing, will have their visiting privileges re-instated while residing at a halfway house. This exception is in effect only while the resident is residing at a halfway house. Should a resident be returned to the prison from the Community Corrections Center, their visiting restrictions will revert back to the status they were prior to their arrival at a Community Corrections Center.
- S. Marriage
Premarital counseling sessions and weddings (PPD 7.13) are part of the visiting program. If the inmate has lost visiting privileges through disciplinary actions, the sanction must be served before eligibility for premarital counseling can occur.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition. Standards
2-CO-5D-01

Standards for Adult Correctional Institutions
Fourth Edition. Standards
4-4498 thru 4501; 4-4503

Standards for Adult Probation and Parole Field Services
Third Edition. Standards

Standards for Adult Community Residential Services
Fourth Edition. Standards
4-ACRS-5A-17 thru 5A-18; 4-ACRS-5A-23

Other

NH RSA 622:24
NH Code of Administrative Rules Cor. 306
PPD 7.13 Resident Marriage Request Procedure
SANFILIPPO/pf

Attachments

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Cor 305.02 Access to Institutions and Facilities of the Department of Corrections for the Purpose of Visiting Residents:

- (a) Persons confined in departmental facilities may receive visits on a schedule established by their facility.
- (b) Visits may be conducted as contact visits, meaning that residents and visitors sit together without any barriers between them
- (c) Non-contact visits shall occur when:
 - (1) Contact visiting would enhance the likelihood of contraband being introduced; or
 - (2) The department's investigations bureau has evidence from a credible source that a disruptive incident might occur.
- (d) Visits shall be denied or restricted when:
 - (1) Security or safety is jeopardized; or
 - (2) When visitation by specific individuals would be detrimental to the mental health interests of the resident involved as determined by the mental health treatment team.
- (e) Space shall be set aside for attorney visits that provides privacy where attorney-client confidentiality can be maintained. Attorney visits shall occur during normal business hours.
- (f) The administrator of each facility shall maintain a list of individuals approved to visit each inmate. Attorneys who wish to visit an inmate in a personal capacity shall be on the inmate's list of approved visitors. In order to apply for approval for visitation, the individual's name, telephone number and date of birth shall be submitted by the inmate at least 14 working days prior to the visit to allow sufficient time to conduct a national crime information center criminal background check. A visitor shall not be listed on more than one inmate's approved list unless he or she is a member of the immediate family of each inmate.
- (g) There shall be no limit on the number of members of an inmate's immediate family who can be approved to visit.
- (h) For the purpose of (g) above, immediate family shall include:
 - (1) Husband;
 - (2) Wife;
 - (3) Children of the inmate;
 - (4) Mother;
 - (5) Father;
 - (6) Grandparents;
 - (7) Brothers;
 - (8) Sisters;
 - (9) Aunts;
 - (10) Uncles;
 - (11) Brother's spouse; and
 - (12) Sister's spouse
- (i) In order to manage the volume of visitors to the facility, a maximum of 5 visitors outside the immediate family shall be approved to visit. At the inmate's request these persons shall be taken off the approved list and replaced with another approved visitor. Any such visitor removed from the approved list shall not be placed on any other inmate's list of approved visitors for a period of 12 months.
- (j) Visitors shall not visit inmates hospitalized in the community unless there is a life threatening illness or injury as verified by the treating physician.
- (k) Visitors shall establish their identity by presenting a photographic identification document issued by a government agency such as a driver's license, military identification card or similar document or otherwise prove proper identification. Each visitor shall personally surrender this identification document to the security officer prior to entry into the facility for visiting and shall personally recover the identification document from the officer upon departure from the facility. Children under 16 shall not be required to have a photographic identification card to visit.
- (l) Children under 18 shall not be permitted to visit unless accompanied by an adult who shall be a family member, guardian, or other person who shall demonstrate in writing that the minor has permission to visit from an adult who is responsible for the child such as a parent, guardian or family member.
- (m) All visitors shall consent to a search of their persons, possessions and vehicle, if the vehicle is on prison grounds or remove themselves from prison grounds. Visitors shall secure items not authorized in the prison area in their vehicles or in the small lockers provided outside the visiting room prior to visiting. Visitors found to possess contraband contrary to law

shall be reported to law enforcement authorities for possible prosecution and shall be barred from entry in accordance with

Cor. 305.04.

(n) Each visitor shall obey the orders and instructions furnished by the facility staff. Failure to do so shall result in termination of the visit and possible debarment pursuant to Cor. 305.04.

(o) Persons convicted or under present indictment for a misdemeanor or felony in any jurisdiction shall not visit any resident without first obtaining written permission from the commissioner of corrections, or his designee pursuant to Cor. 200.

(p) No visitor shall give, convey or leave any item or thing to a resident without advance approval of the administrator of the facility or his designee pursuant to Cor. 200.

(q) Each visitor shall conform to the rules regarding visiting in the facility involved which include the following:

(1) Displays of affection such as hugging, kissing and embracing shall be limited to short durations, 15 seconds or less at the beginning and ending of visits, and bodily contact, except for handholding, shall not be permitted during visiting hours for visitors above the age of 16;

(2) Abusive, obscene or vulgar language shall not be used on the facility grounds;

(3) Small children shall be restrained by the visitor responsible for them from disruptive behavior;

(4) Disruptive behavior on the part of adults or children shall result in termination of the visit; and Refusal to follow instructions of the persons in charge of visiting shall result in the termination of the visit

(r) Each visitor shall conform to the rules regarding visitor's attire in the facility which include the following:

(1) Jackets, coats or outer sweaters shall not be taken into the visiting room; and

(2) Garments that expose the breasts, the midriff, the upper thighs or buttocks or the genitals shall not be allowed

Source. (See Revision Note at chapter heading for Cor 300)
#7448, eff 2-6-01

Cor 305.03 Visitor Requirements to Follow Rules and Regulations. All visitors who visit, or go on, or cross the grounds of a facility or area under the control of the department of corrections shall be subject to the rules, established in Cor. 305. Failure to obey such rules shall subject the visitor to removal from the grounds, arrest and prosecution.

Source. (See Revision Note at chapter heading for Cor.300)
#7448, eff 2-6-01

Cor. 305.04 Debarment from Department of Corrections Facilities. Visitors or others who fail to follow the rules pertaining to departmental facilities or areas shall be barred from re-entry thereon by the commissioner, or person in charge of the facility or their agent, by notifying them in person or in writing of the debarment, the reasons therefore, and the duration of the debarment. Persons found to be in violation of the debarment order shall be reported to law enforcement authorities for possible prosecution under the provisions of RSA 635:2, or other appropriate statutes. All debarred persons shall have the right to appeal pursuant to Cor. 200.

Source. (See Revision Note at chapter heading for Cor 300)
#7448, eff 2-6-01

Cor. 305.05 Permission to Re-Enter. Persons desiring to re-enter such facilities once being removed or debarred, shall not re-enter such facilities without filing a complaint pursuant to Cor. 200 and requesting the commissioner of corrections or his designee to have the visits restored. The commissioner shall render a written decision based on an assessment of future risks, rehabilitative needs of the inmate and security of the institution.

Source. (See Revision Note at chapter heading for Cor. 300)
#7448, eff. 2-6-01

Cor 306.04 Inspection of Material Subject to Attorney-Client Privilege.

- (a) Material the confidentiality of which is protected by attorney-client privilege shall be, nevertheless, subject to some inspection, as outlined below, to insure the absence of contraband. The interest of residents and attorneys in maintaining the confidentiality necessary to effectuate legal representation shall be accommodated to the maximum extent possible consistent with the facility's need to insure internal security.
- (b) Prior to entering the facility, all visiting attorneys, including paralegals, law clerks, or other persons designated by an attorney as his/her agent shall be required to certify in writing that no written or other contraband is contained in any material brought into the facility by the attorney or the attorney's agent.
- (c) Prior to entering the facility, all visiting attorneys, paralegals, law clerks, or other persons designated by an attorney as the attorney's agent, shall submit their persons and all books, briefcases, folders, files or other containers of whatever description being carried by them to a search by the appropriate officer.
- (d) Prior to any search, the attorney or his/her agent shall designate which materials in his/her possession, if any, are subject to an attorney/client privilege of confidentiality.
- (e) The inspection officer shall search all material except that designated as coming within the scope of attorney/client privilege. Material designated as privileged shall only be inspected in a manner detailed in (f) below and in the immediate presence of the visiting attorney or the attorney's agent.
- (f) The inspection officer shall not scrutinize any material designated as privileged for textual contraband. Rather, the attorney shall place the privileged material or file face down or text side down on a flat surface designated by the officer. The officer shall then by touching or mechanical means inspect the privileged material to insure the absence of concealed physical contraband other than textual contraband. Such inspection shall include a page-by-page separation of and pat down of the privileged written material provided the inspected material is examined text side down and in the presence of the visiting attorney. The attorney shall insure that no attempt to read any confidential material occurs, and shall report any suspected violation to the warden or his/her agent immediately. The warden or his/her agent shall initiate immediate and appropriate administrative action against any officer violating any provision of this rule.
- (g) The procedures set out herein pertaining to the inspection of privileged material sought to be introduced into a facility shall also be applicable to privileged material upon departure from the facility.
- (h) Inspected legal material may be given to the inmate client during the visit.

Source. (See Revision Note at chapter heading for Cor 300) #7448, eff 2-6-01

VISITING SCHEDULE

SECURE HOUSING UNIT (SHU)

Day	Morning	Afternoon
Sunday through Saturday	8:00 to 10:00 a.m.	12:00 to 2:00 p.m.

CLOSED CUSTODY UNIT (CCU)

Day	Morning	Evening
Tuesday		6:30 to 9:30 p.m.
Saturday	8:30 to 11:30 a.m.	

MEDIUM CUSTODY SOUTH (MCS)

Day	A Shift	B Shift
Tuesday through Thursday	1:00 to 4:00 p.m.	8:30 to 11:30 a.m.
Thursday	6:30 to 9:30 p.m.	6:30 to 9:30 p.m.
Saturday	1:00 to 4:00 p.m.	1:00 to 4:00 p.m.

MEDIUM CUSTODY NORTH (MCN)

Day	A Shift	B Shift
Tuesday through Thursday	1:00 to 4:00 p.m.	8:30 to 11:30 a.m.
Wednesday	6:30 to 9:30 p.m.	6:30 to 9:30 p.m.
Sunday	1:00 to 4:00 p.m.	1:00 to 4:00 p.m.

HANCOCK BUILDING

Day	A Shift	B Shift
Tuesday through Thursday	1:00 to 4:00 p.m.	8:30 to 11:30 a.m.
Saturday	6:30 to 9:30 p.m.	6:30 to 9:30 p.m.
Sunday	8:30 to 11:30 a.m.	8:30 to 11:30 a.m.

RECEPTION AND DIAGNOSTIC UNIT (R & D)

Day	Time
Sunday	6:30 to 9:30 p.m.

MINIMUM SECURITY UNIT (MSU)

Wing	Day	Time
North Wing	Thursday	6:30 to 9:30 p.m.
North Wing	Saturday	7:00 to 9:30 p.m.
North Wing	Sunday	1:00 to 3:45 p.m.
South Wing	Friday	7:00 to 9:30 p.m.
South Wing	Tuesday & Thursday	6:30 to 9:30 p.m.
South Wing	Saturday	1:00 to 4:00 p.m.
South Wing	Sunday	7:00 to 9:30 p.m.

Attorneys should notify the New Hampshire State Prison for Men 24 hours prior to their visit for R&D and SHU

SECURE PSYCHIATRIC UNIT (SPU)

Day	Time
Wednesday	1:00 to 4:30 p.m.
Thursday	1:00 to 4:30 p.m.
Saturday	1:00 to 4:30 and 6:30 to 8:30 p.m.
Sunday	1:00 to 4:30 and 6:30 to 8:30 p.m.

NH STATE PRISON FOR WOMEN
317 MAST ROAD
GOFFSTOWN, NH 03045

VISITING HOURS

C-3 & C-4 Inmates

Days	Hours
Sunday	8:00 to 11:00 a.m. & 6:30 to 9:30 p.m.
Monday	8:00 to 11:00 a.m. & 6:30 to 9:30 p.m.
Wednesday	1:00 to 3:00 p.m. & 6:30 to 9:30 p.m.
Thursday	8:00 to 11:00 a.m.
Saturday	8:00 to 11:00 a.m.; 1:00 to 3:00 p.m. & 6:30 to 9:30 p.m.

C-2 INMATES

Days	Hours
Sunday	1:00 to 3:00 p.m.
Tuesday	6:30 to 9:30 p.m.
Thursday	6:30 to 9:30 p.m.
Friday	6:30 to 9:30 p.m.

Attorneys should notify the New Hampshire State Prison for Women 24 hours prior to their visit

LAKES REGION FACILITY
VISITING HOURS

KING SOUTH BUILDING

Day	Hours
Friday	1:00 to 3:30 p.m.
Saturday	8:30 to 11:00 a.m.

KING NORTH BUILDING

Day	Hours
Saturday	6:00 to 8:30 p.m.
Sunday	8:30 to 11:00 a.m.

MURPHY WING

Day	Hours
Friday	1:00 to 3:30 p.m.
Saturday	6:00 to 8:30 p.m.

RICE BUILDING

Day	Hours
Friday	6:00 to 8:30 p.m.
Sunday	1:00 to 3:30 p.m.

Attorneys should notify the Lakes Region Facility 24 hours prior to their visit

NORTHERN NH CORRECTIONAL FACILITY
VISITING HOURS

MSU, C & D BLOCKS

Days	Hours
Friday	4:30 to 9:00 p.m.
Saturday	8:00 to 11:45 a.m.
Sunday	12:15 to 4:00 p.m.

A, B & E BLOCKS

Days	Hours
Friday	8:00 to 11:45 a.m.
Saturday	12:15 to 4:00 p.m.
Sunday	4:30 to 9:30 p.m.

F, G & H BLOCKS

Days	Hours
Friday	12:15 to 4:00 p.m.
Saturday	4:30 to 9:00 p.m.
Sunday	8:00 to 11:45 a.m.

DEPARTMENT OF CORRECTIONS

PLEASE PRINT - ATTACH STATEMENTS OF EXPLANATION AS NEEDED. ALLOW 30 DAYS FOR PROCESSING

_____ **Original**

_____ **Renewal (Renewal Required every 3 years)**

<input type="checkbox"/> Female <input type="checkbox"/> Male	Legal Name: Title (if any) Suffix	Last Name	First Name	MI	Date of Birth:	mm/dd/yyyy
Social Security Number - -			Driver License # or valid government issued photo ID#			State Issuing DL/ID
Mailing Address				Town	State	Zip Code -
List any other address used in the last 5 years				Place of Birth:		
				Citizenship [<input type="checkbox"/>] USA; [<input type="checkbox"/>] Other Country:		

☐ No, ☐ Yes, where & when*

☐ No, ☐ Yes*

☐ No, ☐ YES*

☐ No, ☐ YES*

☐ No, ☐ YES*

[] No, [] Yes, WHO*

☐ No, ☐ Yes, WHO*

☐ No, ☐ YES, WHO*

* PROVIDE COMPLETE NAMES & DETAILS ABOVE OR ON ATTACHMENTS AS NEEDED

Organization/Group Name	Address	Phone #
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Applicant Employment History:					Personal References: List persons who may attest to your character and/or hold a leadership role in the organization for which you intend to offer your service		
Occupation	Employer	Start	End	Reference Name	Address	Phone	
Telephone Home #		Work #			Work Ext. #		Cell or Mobile #
Email address							

All persons and vehicles are subject to search without prior warning at NH Department of Corrections facilities {RSA 622: 24, 25}

PERSONS INTENDING TO BE ON ANY PROPERTY OF, OR IN CONTACT WITH AN OFFENDER UNDER THE SUPERVISION OF, THE NH DOC ARE SUBJECT TO CRIMINAL HISTORY RECORDS REVIEW

I certify that there are no willful misrepresentations of the statements and answers to questions on this application. I understand that should an investigation disclose such misrepresentations, my application may be denied and, should I have already been accepted, my involvement may be terminated. I agree to abide by all applicable New Hampshire laws, and NH Department of Corrections rules and regulations governing persons within a state correctional facility, especially those policies relating to confidentiality. I hereby authorize a review of and full disclosure of any and all records, including criminal records, concerning myself to any duly authorized agent of the NH Department of Corrections, whether said records are of a public, private or confidential nature. This shall

include photocopies of any such documents if requested. I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this authorized release will be considered in determining my suitability with the NH Department of Corrections. I also certify that any persons, agencies, or businesses who may furnish such information concerning me shall be held harmless for releasing said information, and I do hereby release said persons, agencies or businesses from any and all liability which may be incurred as a result of furnishing such information. This authority shall continue for one year from date signed unless revoked by me in writing. A photocopy of this release form will be valid as an original, even though said photocopy does not contain an original signature. I recognize the potential risks with, and assume personal responsibility for, my involvement with felony offenders. I will inform the NH DOC of any changes to the information furnished on this application, once approved. This shall include change of address and phone, location or area of service and reporting of any criminal arrest, conviction or related justice system matters.

SIGN HERE

DATE: _____

Complete both pages of this application.

INSTRUCTIONS: Complete Page 1 in full. Complete Page 2 for only the section or subsection applicable to the involvement you seek.

Submit completed form, with attachments as needed, to Office on Citizen Involvement & Volunteers, NH State Prison, PO Box 14, Concord, NH 03302-0014

PRINT APPLICANT NAME					
EMERGENCY CONTACT INFORMATION - NAME		RELATIONSHIP		CONTACT PHONE	
LANGUAGE FLUENCY OTHER THAN ENGLISH: SPEAK		READ		WRITE	

☐ **CLERGY OR OFFICIAL RELIGIOUS DELEGATE FOR INMATE VISITATION – SECTION A**

Access restricted to VISITING ROOM ONLY for individual inmate contact during established visitation schedule at state prisons, institutions or correctional centers. Any other religious study, worship, or further activity with offenders must be conducted as an authorized Volunteer requiring attendance at orientation. **PLEASE SELECT AND AFFIRM ONE OF THESE STATEMENTS:**

<input type="checkbox"/> Applicant is the senior spiritual leader or presiding officer of the faith community or organization cited in "Affiliation" on page 1.	<input type="checkbox"/> Applicant is appointed or authorized by the presiding administrator of the faith community official board and <u>attached a signed statement on organizational letterhead from the administrator</u> pertaining to this assignment for religious visitation at state correctional facilities.
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☐ **OCCASIONAL OUTSIDE CONSULTANT – SECTION B**

(if applying for position requiring license or certificate, attach current document photocopy & professional liability rider)

Employer:	Address:	Phone #
Contract Administrator	Nature of Services	DOC Service Locations

☐ **VOLUNTEER, GUEST, OR ACADEMIC INTERN – SECTION C**

VOLUNTEER ORIENTATION is required before assignment of any person anticipating more than six (6) hours of voluntary service per year with the NHDOC for any event or combination of events. Family members of inmates under the supervision of the NHDOC may not be designated as volunteers. Official Visitors & Volunteers are not authorized to be on the visiting or phone lists of, or to correspond with, an inmate.

WHERE SERVICE TO BE OFFERED (check all NHDOC facility/divisions that may apply)

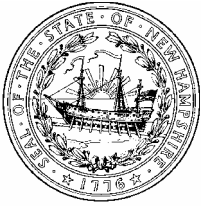
Prisons/Institutions	Community Corrections Centers	Field Services
<input type="checkbox"/> NH State Prison for Men (Concord)	<input type="checkbox"/> Calumet House (Manchester) [males]	<input type="checkbox"/> Probation-Parole District Office:
<input type="checkbox"/> NH State Prison for Women (Goffstown)	<input type="checkbox"/> North End House & MSU (Concord) [males]	Office Locations:
<input type="checkbox"/> Lakes Region Facility (Laconia)	<input type="checkbox"/> Shea Farm & MSU (Concord) [females]	
<input type="checkbox"/> Northern NH Correctional Facility (Berlin)		<input type="checkbox"/> Other: _____
<input type="checkbox"/> Secure Psychiatric Unit (Concord)		<input type="checkbox"/> Central Office/HQ (Concord)

Category of Volunteer Service (check all that apply)

<input type="checkbox"/> Education: Academic Aide, Tutor, Literacy, Vocational Consultant	<input type="checkbox"/> Occupational: Workforce Guidance & Readiness	<input type="checkbox"/> Aftercare: Mentoring, Re-entry support
<input type="checkbox"/> Spiritual: Religious Services & Studies	<input type="checkbox"/> Social Dynamics: Cultural Awareness, Diversity, Alternatives to Violence	<input type="checkbox"/> Support: Victim-Witness Advocate
<input type="checkbox"/> Recreation: Fitness/Crafts/Art/Hobbies	<input type="checkbox"/> Administrative: Clerical/Office support	<input type="checkbox"/> Other: please specify:

__ Substance Abuse Recovery Period of Sobriety _____ Years __ Alcoholics Anonymous __ Narcotics Anonymous	__ Professional-Technical Skill: please specify: (if applying for position requiring license or certificate, attach current document photocopy & liability rider)
<input type="checkbox"/> REGULAR VOLUNTEER – following orientation, authorization valid up to 3 years, with renewal to include new application and orientation.	
<input type="checkbox"/> ONETIME GUEST OR SINGLE EVENT VOLUNTEER – authorization terminates at conclusion of event. New application required for future participation	
Description of Event/Guest	
Activity & Location	Date(s) Time
<input type="checkbox"/> ACADEMIC INTERNSHIP – authorization valid only during the term/course of study. Start Date _____ End Date _____ Day(s) _____ Hours _____	
Student of _____ Course/Class _____ Campus Advisor/Instructor _____ Phone # _____ _____ Objective of Internship Project::	

=====
 DOC DIVISION PLACEMENT:
 Applicant accepted (yes/no) _____ Division/Bureau/Section _____ Supervising Employee _____ Phone # _____ Date _____
 =====



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS

William Wrenn,
Commissioner

(PLEASE USE THE APPROPRIATE FACILITY LETTER HEAD)

FAX:
TDD Access: 1-800-735-2964

Dear Sir/ Madam:

You are receiving this form because _____, an inmate of the New Hampshire Department of Corrections is requesting you to be placed on his/her approved visitor list. In order for you to be placed on this list, a criminal background check must be conducted. Please fill out this form, have it notarized, and return it to the respective inmate.

The criminal Records Central Repository collects and distributes criminal history record information (CHRI). CHRI consists of descriptions and notations of arrests, detentions, indictments, information, formal criminal charges and subsequent dispositions. CHRI is forwarded to the repository from criminal justice agencies throughout the state. In addition, the repository tracks information pertaining to sentencing, correctional supervision and release.

Several tiers of rules govern the collection and dissemination if CHRI including the Code of Federal Regulations, the New Hampshire Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7 (b). Based upon these rules, law enforcement personnel, or an individual requesting his or her own CHRI, will receive both non-conviction and conviction data. Additionally, any individual or agency may receive the CONVICTION INFORMATION of another, provided they produce a notarized CRIMINAL RECORD RELEASE AUTHORIZATION FORM signed by the individual whose record is sought. To assist you in this transaction, I have enclosed a copy of the required CRIMINAL RECORD RELEASE AUTHORIZATION FORM. *FAX OR TELEPHONE REQUESTS WILL NOT BE ACCEPTED.*

PLEASE TYPE OR PRINT CLEARLY. ALL INFORMATION IN THIS SECTION MUST BE COMPLETED

NAME _____

FIRST LAST MI (MAIDEN / ALIAS)

ADDRESS _____

STATE STREET ZIP CODE CITY

DATE OF BIRTH _____ HAIR COLOR _____ EYE COLOR _____ SEX _____
MM/DD/YYYY

DRIVER LICENSE NUMBER _____ STATE _____

YOUR SIGNATURE _____ DATE _____

SIGNED UNDER PENALTY OF UNSWORN FALSIFICATION PURSUANT TO RSA 641:3

Subscribed and sworn to before me, in my presence, this _____ day of _____,
20____.

20____ My commission expires _____,

(Signature) Notary Public